

**VACANCY ANNOUNCEMENT  
DEPARTMENT OF JUSTICE  
UNITED STATES ATTORNEY'S OFFICE  
Eastern District of Pennsylvania**

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**Selections from this announcement will be made under the Federal Career Intern Program**

**TITLE, SERIES, GRADE:                   Administrative Services Specialist  
   GS-301-7**

**SALARY RANGE:                               GS-7: \$37,723 per year**

**TYPE OF APPOINTMENT:               Excepted Service - Selectees from this announcement will be  
   appointed to a two-year internship. Upon successful completion  
   of the internship, an intern is eligible for non-competitive  
   conversion to a career or career-conditional appointment.**

**PROMOTION POTENTIAL:** This position has known promotion potential to GS-560-11. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties.

**VACANCY ANNOUNCEMENT NUMBER:** PH 156002

**OPENING DATE:**    10/15/2007  
**CLOSING DATE:**    11/06/2007

**DUTY LOCATION(S):** **United States Attorney's Office, Philadelphia, PA**

**NUMBER OF VACANCIES:** One (1) position; however, based on the staffing needs of this office, additional selections may be made through this vacancy announcement. Appointments will also be contingent upon the availability of budgetary funding.

**CONTACT: Name:**                   Nancy Ahrendtsen  
**Phone #:**                               215-861-8610  
   **E-mail: [jobs4500@gmail.com](mailto:jobs4500@gmail.com)**

**WHO MAY APPLY:**    All U.S. Citizens

**DUTIES:** The incumbent is assigned to work on the Administrative Staff of the U.S. Attorney's Office for the Eastern District of Pennsylvania. The District employs over 200 attorney and

support personnel. The incumbent works under the supervision of the Supervisory Administrative Services Specialist and performs a variety of direct support services for the District. Services include the following:

Space and Telecommunications Management - projects and analyzes space needs based on proposed initiatives, staff changes, and technology improvements. In conjunction with the Supervisory Administrative Services Specialist, designs changes to office layouts, schedules alterations and repairs, oversees building renovation, and recommends relocation of personnel to new space.

Supply/Property/Inventory Management - plans and procures U.S. Attorney's Office support services and equipment, e.g., printing, reproduction, publications, word processing, furniture and equipment, property management, office supplies, and law library information resources. Maintains property records, oversees property inventory, and disposes of excess property.

Purchasing Authority - makes purchases within delegated monetary authorization and guidelines. Maintains records and reports in connection with purchases. Ensures procurement actions are completed as economically as possible.

Records Management - develops and implements effective records systems including mail management, docketing and reporting. Oversees the disposal and transfer of records, as appropriate.

Performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS**

### **Education**

An undergraduate degree with a cumulative 2.95 GPA or better. (Please submit transcripts if you are basing your qualifications on education); 1 full year of graduate level education or equivalent graduate degree or superior academic achievement.

OR

### **Experience**

Applicants must have one year of specialized experience equivalent to the GS-5 level.

Examples of specialized experience include, but are not limited to, work involved in carrying out projects and resolving problems related to procurement of supplies and services, property management, facilities management, telecommunications, security, and other miscellaneous support services.

No additional information will be solicited or accepted after the closing date of this vacancy announcement.

### **How To Apply:**

To apply for this position, you must do **two** things::

1. Resumes may be submitted to the mailing address listed below or sent electronically to [jobs4500@gmail.com](mailto:jobs4500@gmail.com)

Resumes must be received by 5:00 pm Eastern Standard Time by the closing date.

**U.S. Attorney's Office**  
**Attn: Human Resources**  
**615 Chestnut Street, Suite 1250**  
**Philadelphia, PA 19106**

2. In addition to submitting your resume to our office, you must complete and submit an assessment questionnaire at the link below no later than the closing date of this announcement. In order to access the questionnaire, you will be required to create a username (6-20 letters, not case sensitive), password (8-20 characters and must include at least one letter, one number, and one special character - !.@.\$.#.\$.), provide an email address, and choose a secret question. Please follow the instructions on the questionnaire, then submit following the instructions provided therein.

<https://applicationmanager.org/Login.aspx?VacancyID=156002>

### **INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM**

\* [Agreement](#) - Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.

\* **Individual Development Plan** - Within 30 days of appointment, an intern

will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.

- \* **Mentor** - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.
- \* **Promotion** - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of A Skill Level 3 (Fully Proficient)@ on each critical KSA of the IDP.
- \* **Conversion to Career/Career-Conditional Appointment** - The federal career intern program is a two year excepted service appointment. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements, and subject to the availability of a suitable position at the end of the internship. Training will be provided during the internship period. Competitive service employees of United States Attorney's Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney's Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

**VETERANS' PREFERENCE** - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran's Information Guide at the following link: <http://www.opm.gov/veterans/html/vetsinfo.pdf>

## **AGENCY REQUIREMENTS AND INFORMATION**

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

## **BENEFITS**

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

**Flexible Spending Accounts** - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit:  
<https://www.fsafeds.com/fsafeds/index.asp>.

**Health Insurance** - The Federal Employees Health Benefits Program offers

over 100 optional plans. For additional information visit:  
<http://www.opm.gov/insure/health/index.asp>.

**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>.

**Life Insurance** - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>.

**Long Term Care Insurance** - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>.

**Retirement Program** - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit:  
<http://www.opm.gov/retire/index.asp>.

**Federal Holidays** - You will be paid for federal holidays that fall within your regularly scheduled tour of duty. For additional information visit:  
<http://www.opm.gov/fedhol/index.asp>.

**Transit subsidy** - Our office currently offers a vouchers for transit fares for those employees utilizing public transportation. This benefit is currently available through December 31, 2007 and may or may not be extended depending on whether the transit subsidy program is continued by the Department of Justice.